TRADE CAPACITY BUILDING

D A T A B A S E

Trade Capacity Building Activities
in Developing Countries and Transitional Economies

Survey Submitter's Guide, 2008

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Introduction to Trade Capacity Building

In 2001, the U.S. Agency for International Development (USAID) conducted a survey on behalf of the Office of the U.S. Trade Representative (USTR) to identify and quantify the U.S. Government's trade capacity building activities in developing countries and transitional economies. The survey enabled the creation of an online, searchable database of U.S. trade capacity building (TCB) funding (http://qesdb.usaid.gov/tcb/). The database includes TCB activities in the areas of policy, human resources, institutional infrastructure, and physical infrastructure that are designed to promote trade or have a direct link to promoting a country's ability to conduct trade within the World Trade Organization (WTO) rules-based system.

The database has been updated annually since 2001. This survey is designed to collect data on FY2008 TCB funding on an **obligation** basis. The data are used to respond to inquiries from Congress and executive branch agencies on TCB activities throughout the world. They are also used to respond to requests from the WTO and the Organization for Economic Cooperation and Development (OECD) for information on U.S. Government (USG) activities.

The collected data were used to prepare U.S. Government reports on trade capacity building for the WTO Ministerial Meetings in 2001, 2003, and 2005. For more information on those reports and on trade capacity building, visit the TCB Database web site at http://qesdb.usaid.gov/tcb/reports.html.

The TCB Database focuses only on initiatives and programs that strengthen the capacity of developing countries and transitional economies to engage in international trade. USG activities to promote U.S. exports to developing countries and other overseas markets *should not* be included in the reporting, unless they also clearly contribute to strengthening the trade capacity of developing countries and transitional economies.

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Reporting Instructions

What types of activities should be reported as "trade capacity building"?

Many USG agencies and institutions provide technical assistance to help developing countries and transition economies accede to, or comply with, the World Trade Organization. In addition to WTO accession and agreements, many USG agencies provide technical assistance to developing countries and transition economies in order to build their trade competitiveness. Examples of technical assistance activities that are not specifically related to WTO accession or agreements can include, but are not limited to the following:

- negotiating regional trade agreements
- eliminating subsidies or price controls in the trade sector
- improving trade statistics
- encouraging business support services for exporting and importing companies
- developing business information for export and import markets
- drafting commercial codes
- implementing antimonopoly policies
- designing consumer protection policies
- reforming government procurement
- improving sanitary/phytosanitary standards in traded goods
- promoting technology transfer to enhance trade

- removing technical barriers to trade
- applying rules of origin for trading purposes
- improving customs procedures
- developing a competitive workforce
- encouraging trade finance
- developing the financial sector
- achieving sound fiscal, monetary, and exchange rate policies
- developing necessary infrastructure for trade
- designing environmental standards and technology
- promoting investment agreements and investment protection mechanisms

What type of activities should NOT be reported as "trade capacity building"?

- support to microfinance or microenterprise institutions, *unless* it is specifically to promote the export of traditional handicrafts and other goods
- general activities to increase agricultural productivity, *unless* it is specifically to promote the export of particular agricultural products

- technical assistance provided by a USG agency or unit *but* funded by the host country government or by a multilateral donor institution
- privatization activities, *unless* they affect enterprises in the trading sector or increase the availability of trade finance

- support to the development of natural resources, *unless* it is expected to foster cross-border exchange of those resources
- assistance going directly to an economic country group that includes at least some non-developing country members, *e.g.*, APEC, *unless* assistance is aimed at only the developing country members
- support for energy sector policy and institutional reform, *unless* it is expected to expand export capacity either directly or indirectly
- support for improving governance and transparency at the local level of government

- an activity designed to improve the effectiveness of a USG program itself, *e.g.*, the appointment of senior advisors to facilitate decisions on program funding
- support for national parks and conservation, *unless* it is designed specifically to attract foreign tourism trade
- education activities, *unless* they are specifically designed to improve trade-related skills or knowledge of trade policy issues, *e.g.*, introduction of international accounting standards or WTO rules workshops
- child survival activities
- civil society activities, *unless* they are specifically designed to increase citizen participation in trade policymaking

How will this survey information be used?

The reported data will be used to respond to requests from Congress and executive branch agencies for timely and descriptive information on the trade capacity building activities of the USG. In addition, the data will be used for monitoring the U.S. TCB commitments made at the WTO's Doha Ministerial Meeting in 2001 and Hong Kong Ministerial Meeting in 2005. Beyond these specific and immediate needs, the reported data and information will enable USAID to update and expand the USG's Trade Capacity Building Database. The TCB Database is available on USAID's TCB website for direct use by USG agencies and the public (http://qesdb.usaid.gov/tcb/).

At what level should TCB activities be reported on this survey?

The information should be reported at the "activity" or "program" level. Funding reported at the country or at the strategic objective or agency goal level is too generalized. Funding reported at the task order or "event" level is too specific. If you have been a TCB reporter previously, please carefully review the following section that highlights several important changes to the survey.

We realize that terminology varies across US government agencies. Please contact the TCB team at tcb@devtechsys.com if you have questions regarding the level of reporting specificity that is required.

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CHECKLIST: What information do you need to complete the reporting?

- The title of the activity that promotes trade capacity building.
- A brief description of the activity, demonstrating how it promotes to TCB.
- **NEW:** (*All reporters)* Activity website, if available.
- **NEW:** (*All reporters)* Name and contact information of the Cognizant Technical Officer (CTO) or Activity Technical Officer responsible for this activity.
- The FY2008 TCB-related obligation for the activity.
- **NEW:** (*All reporters)* Funding accounts for this activity, including contact information.
- Information on the implementing agencies, including contact information.
- The countries that benefit from the activity.
- The allocation of the funding by TCB categories.
- **NEW:** *(For USAID and State reporters only)* Knowledge of the Program Framework fund allocation.
- Knowledge of whether the activity supports TCB in the cotton production sector or cotton-related sectors.
- Knowledge of whether the activity funding is part of the African Growth Competitiveness Initiative (AGCI).
- Knowledge of whether the activity has been or is being monitored or evaluated, beyond the standard approach for monitoring or evaluated within the agency, along with any web site for the monitoring and evaluation.
- **NEW:** If the country is a developing country participant in the Integrated Framework, knowledge of whether the activity supports any of the priorities identified in the Diagnostic Trade Integration Study (DTIS).
- If the activity is funded by USAID, but implemented by another USG agency report the transfer mechanism: 632(a) or 632(b).
- **NEW:** *(For USAID reporters only)* The award numbers of procurement mechanisms (contracts, grants, or cooperative agreements) associated with this activity.

TRADE **C**APACITY **B**UILDING
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Changes in the FY2008 TCB Survey

In the 2008 survey, the definition of "activity" has been expanded.
In the case when a program benefits several countries or continues over several years, it will be regarded as one activity. The new survey will capture this connection and will provide TCB database users with the opportunity to search activities that extend over multiple years or countries. Therefore, this year's survey requires a change in the way the TCB data are collected – here are the most important changes:

- **USER ACCOUNTS HAVE ALREADY BEEN CREATED:** An important change to the FY2008 TCB survey is that reporters no longer have to register and create user accounts. The user accounts for all reporting units have been created and the USER NAME and PASSWORD have been provided via email.
- **REVIEW AND VERIFY** (all reporters): The FY2008 TCB data collection will allow data reporters to review and revise their submissions for FY2007.
- **ACTIVITY WEB SITE** (all reporters): Answering this request is optional, but many agencies/missions have extensive information about their activities on public web sites. This information can help with additional questions the survey team might have regarding an activity.
- **CONTACT INFORMATION CTO/ACTIVITY TECHNICAL OFFICER** (all reporters): The name and contact information of the Technical Officer responsible for the activity.
- **FUNDING ACCOUNTS** (all reporters): Previously this question has only been asked for USAID or State Department-funded activities. Starting with the FY2008 survey, all reporters will be asked to provide the appropriation funding accounts from which the funding for the activity is drawn [for example, Development Assistance (DA) or Economic Support Fund (ESF)]. Multiple funding accounts may be chosen.
- **TOTAL TCB FUNDING FOR ACTIVITY IN MULTIPLE COUNTRIES** (all reporters): In previous TCB surveys, if the same activity took place in different countries it was reported as separate activities. With the new survey tool, the reporter will be able to indicate whether this activity takes place one or more countries and provide funding information for each country. There will also be an opportunity to add country-specific descriptions.
- **PROGRAM FRAMEWORK CODING** (USAID and State reporters-only): An important change in the FY2008 TCB Survey is the inclusion of the Program Framework.
- **AWARD NUMBERS** (USAID reporters-only): An important change in the FY2008 TCB survey is that all USAID reporters will be asked to submit the award numbers of procurement mechanisms (contract, grant, cooperative agreement) that fund the reported activity. That information is needed to track activities that span over several years. (To see where this number can be found on a USAID award refer to "Where to find USAID award numbers?" on page 22.)

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TCB Online Data Collection Tool Users's Guide

This guide provides step-by-step instructions on how to complete the FY2008 online version of the Trade Capacity Building survey.

IMPORTANT: Your account and password from the previous year are no longer valid! If you have not received a new user name and password by email, please contact tcb@devtechsys.com.

Step 1: Login

Open your Internet browser and go to http://www.devtechsys.com/tcbsurvey/

The login page, shown below, asks for your user name and.

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2 0 0 8   S U R V E Y

USAID
FROM THE AMERICAN PEOPLE

SURVEY WILL BE OPEN: October 1–17, 2008

Welcome to the Trade Capacity Building Survey web site. In order to submit data, you will need a user name and password. If you do not already have a user name and password, they may be requested by e-mail from tcb@devtechsys.com. Please identify the department, agency, bureau, office, mission, or unit whose data you will be submitting when making that request.

We advise you to read the Survey Submitter's Guide, 2008 before beginning the survey (the guide was also included in the e-mail with your user name and password). In particular, please review the "Checklist: What information do you need to complete the reporting?" Although the essential tasks of submitting TCB data are the same from previous years, there have been several changes made to the process. Those changes are designed to make data entry more convenient, as well as to improve the usefulness of the resulting database.

Thank you, in advance, for your support and participation in this effort. Your cooperation is essential to the USG's ability to provide a high quality response to the Administration's and Congress's need for information on USG TCB activities.

If you have any questions while completeing the survey, please contact tcb@devtechsys.com.

Login

| User Name | |
| Password | |

Login

TRADE CAPACITY BUILDING
DATABASE

Step 2: Summary Page

After logging into your account, you will always start at the TCB Activity Summary page.

TRADE CAPACITY BUILDING | 2 0 0 8 S U R V E Y

Activities Available for Verification and Updating		
Activity Title	**FY2007 Status**	**FY2008 Status**
MEDTEC Shanghai-U.S. FDA Medical Device Regulations	Verify 2007 information	Begin 2008 survey for this activity Activity has ended, no 2008 information
Technical Consultations on Food Processing	Verify 2007 information	Begin 2008 survey for this activity Activity has ended, no 2008 information
Add a new 2008 activity		
Logout		

The top panel will list all activities previously entered, with options to verify FY2007 information and enter FY2008 information.

Each FY2007 activity must be verified. The purpose of this verification is to ensure that obligations entered in 2007 were correct and used accordingly. After verifying FY2007 entries, an activity may be continued into 2008 or marked as having ended in 2007.

If a 2007 activity is being continued into 2008, the activity title and description will be picked up from the 2007 data. Any edits made to the activity title or description in 2008 will permanently edit the title and description for the activity as a whole (i.e., in both the 2007 and 2008 data). Therefore, the activity title and description should be written so as to be applicable over time. Activity information related to a specific year can be entered in the country description field later in the survey.   Aside from the description and title, no other information is carried from the 2007 survey into the 2008 survey.

To enter a new activity for 2008 (i.e., one that is not a continuation of an activity from 2007) select "Add a new 2008 activity" at the bottom of this panel.

The bottom panel on the TCB Activity Summary page lists any activities which were removed from the 2007 TCB data. Data were eliminated for one of four reasons:

- another reporter entered the exact activity;
- the activity was determined not be trade capacity building, based on the criteria listed earlier;
- the amount was less than the minimum submission amount; or
- the activity submitted was in a non-developing or transitional economy.

Step 3: Fill out the TCB survey

Choosing "Add a new 2008 activity" or "Begin 2008 survey for this activity", will launch the 2008 TCB Survey. The survey takes you through a series of screens, asking questions about the activity in question.

As you move through the survey, a progress bar at the top of the screen will track your movement. At any time you may use the links on this bar to revisit an earlier page in the survey. However, you will not be able to jump ahead in the survey and certain information is carried over from one screen to the next.
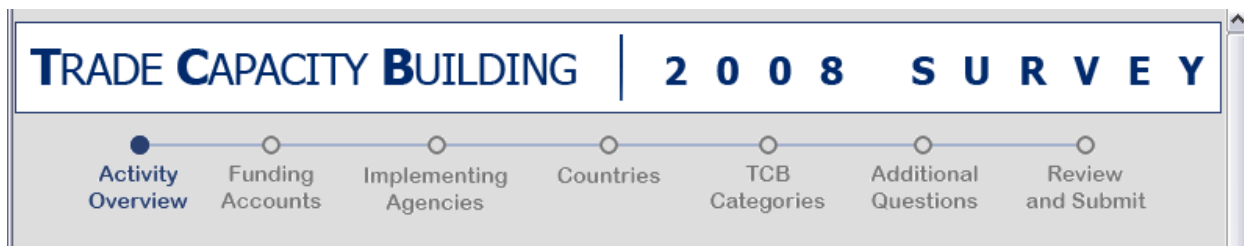
Another new feature this year is the ability to save incrementally. Therefore, the entire survey does not need to be completed in one sitting. You may "Save and Continue" if you want to save the information you have just entered and move to the next survey screen. Or you may "Save and Exit" if you want to save the information you have just entered but return to complete the survey at a later time. In addition, you may "Exit without Saving" if you want to discard any changes made on the current screen.
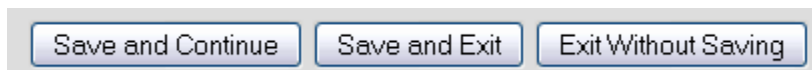
NOTE: If you remain idle for more than two hours on any given screen, your survey session will time out! This will cause you to lose any unsaved information on that particular screen and you will need to login again in order to continue the survey.

Survey Question Descriptions
PAGE 1: *Activity Overview*

Activity Title:

Type the activity title in the space provided. Names of strategic objectives, contractors, and other general titles should not be used. Please spell out acronyms. The activity title should not exceed 100 characters. Please keep in mind that if this activity occurs in multiple countries you do not want to name them in the activity title.

> EX: Telecommunications Development Fund

Activity Description:

Please provide a brief narrative describing the activity. Ensure that the description reflects the trade-related portion of the activity. Activity descriptions should reflect the TCB categories that you will choose later in the survey (for more information on the TCB categories see the TCB Definitions Annex). Your description should include how TCB foreign assistance is transferred to the recipients, e.g., technical assistance, training, resident advisors, or commodity transfers. If it is possible, provide a quantifiable

example of the activity. For example, the description of a workshop on WTO issues could include the estimate the number of participants -- if known. Limit your description to 500 characters; please note this number is lower than in previous surveys. The survey tool will allow you to monitor the number of characters and alert you if you exceeded the limit.

<u>Examples:</u>

> TDA: The U.S. Trade and Development Agency is providing funding for a Telecommunications Development Fund Technical Assistance (TA) project in Afghanistan that had previously been approved. The activity will assist the Afghanistan Telecommunications Regulatory Authority (ATRA) to increase rural telecommunications development by advising it on how best to implement and administer the newly created Telecommunications Development Fund (TDF). Potential development impacts include infrastructure, human capacity building, and technology transfer.

> USAID/Mozambique: The Rural Financial Services activity provides technical assistance to identify and support the development of financial services for a wide-range of rural businesses involved in agricultural production. The goal of the activity is to improve the competitiveness of Mozambican agro-exports by ensuring adequate and reasonably-priced financing. In addition to the direct technical assistance provided by USAID, the program leverages significant host-country contributions and uses the Development Credit Authority to leverage private financial institution resources.

> USAID/El Salvador: The U.S. Agency for International Development Mission in El Salvador will implement the Small Infrastructure Activity at the community level specifically to help provide better access to the production areas and job marketing. It is estimated that USAID will be implementing at least 12 small infrastructure projects during fiscal year 2006.

If any accomplishments regarding this project are known, please try to include them in your activity description. Accomplishments are not necessarily "success stories" that were prepared for publication, but can be more informal descriptions of what was achieved as a result of the activity. For example, if your activity's purpose is to help establish a business association, you might note if one or more business associations were formed and how many businesses and individuals are members.

If this activity is reported for several countries the activity description provided here should be general in nature. More country specific information can be provided later in the survey.

NEW: Activity Web Site:

If this activity has a web site, please provide its web address.

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NEW: **USAID Cognizant Technical Officer or Activity Technical Officer Contact Information**

USAID Cognizant Technical Officer or Activity Technical Officer	(?)
Name	
Phone Number	
E-mail	

Provide the name of the CTO or Activity Technical Officer responsible for this activity, as well as a contact phone numbe r and email address.

NEW: **FY2008 TCB Obligation:**

TCB Obligation	(?)
FY08 Amount *	$

IMPORTANT – This question includes an important addition to the FY2008 TCB Survey. If an activity takes place in several countries, for example "*Combating Child Labor through Education*" might benefit Egypt and Morocco, it should be recorded as one activity rather than two.

- **If this activity benefits multiple countries or regions, please report the total obligation in FY2008 for this activity for all countries combined here.** You will be asked to identify separately the obligations for each country later in the survey.
- **If you are reporting on a large activity that has a trade component, only report the funding for the trade-related portion of the activity.** The funding related to trade capacity building, once you have estimated its level, should be reported in dollar terms and on an obligation or planned obligation basis.

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PAGE 2: *Funding Accounts*

Funding Account:

Please select the appropriation funding account, such as Development Assistance (DA) or Economic Support Fund (ESF).   You may enter multiple accounts.

To narrow down the list of funding accounts, select the "Agency Filter." This filter will allow you to select an agency and then only see funding accounts associated with that agency in the associated dropdown list.   For example, by choosing USAID you will only see funding account specifically associated with USAID.

Amount (in dollars)

Enter the funding amount for each of the accounts identified. For example, if the total FY2008 funding amount for an activity is $1,000,000 and it is funded with 50 percent DA funds and 50 percent ESF funds, select DA from the first dropdown list, and type $500,000 in the amount field next to it. In the second dropdown list, select ESF and type $500,000 in the corresponding amount field.

Funding Accounts	
Number of accounts funding this activity *	2
Funding Account *	**Amount ***
[Agency Filter]	
Development Assistance	$ 500,000
Funding Agency Contact Name	
Phone Number	
E-mail	
[Agency Filter]	
National Endowment for Democracy, Department of State	$ 500,000
Funding Agency Contact Name	
Phone Number	
E-mail	
TCB amount allocated by funding account	$1,000,000
Total FY08 TCB oblication reported for this activity	$1,000,000
* indicates a required field.	

TIP: Once you have entered an amount, move out of that input field (for example, by tabbing to the next form element or clicking outside of the input field) in order update the running total at the bottom of the page.

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PAGE 3: *Implementing Agencies*

Select the implementing agency for the activity from the drop-down list.

NOTE: Your agency is considered to be the implementer if your funds are not transferred to another USG agency or USAID operating unit in the course of carrying out the activity. If your funds are transferred to another USG agency or USAID operating unit in the course of carrying out this activity, that agency or unit is considered to be the implementer.

Implementors with Funding from Development Assistance	
Number of implementors *	1 ▾
Agency *	U.S. Agency for International Development ▾
Sub-Agency *	West Bank and Gaza ▾
Implementing Agency Contact Name	
Phone	
E-mail	
Implementors with Funding from National Endowment for Democracy, Department of State	
Number of implementors *	1 ▾
Agency *	Department of Justice ▾
Sub-Agency *	Antitrust Division ▾
Implementing Agency Contact Name	
Phone	
E-mail	

Your agency, mission, or unit is still considered to be the funder and implementer if your funds are transferred to an NGO, a multilateral organization, or any other contractor. Also, if your mission "buys-in" to an existing USAID/EGAT mechanism like Support for Trade Capacity Building (STCB) or Trade Enhancement for the Services Sector (TESS), you should report as EGAT/EG is the implementer and USAID/"your mission" as the funder. EGAT Procurement mechanisms can be found on the USAID intranet at http://inside.usaid.gov/eg/contract_grant_svcs.htm.

After selecting a specific agency, a sub-agency drop down will appear, if applicable. These are the sub-agencies associated with the agency you have chosen.

Sub-Agency *	Other ▾
	Please specify:

In the event the sub-agency you are looking for does not appear, please choose "Other" specify the sub-agency in the space provided.

In addition, please include the contact information for the implementing agency, including name, phone number, and email.

PAGE 4: *Countries*

East Asia and the Pacific	Europe and Central Asia (cont.)	Middle East and North Africa (cont.)	Sub-Saharan Africa (cont.)
☐ Burma (Myanmar)	☐ Tajikistan	☐ Syria	☐ Sao Tome and Principe
☐ Cambodia	☐ Turkey	☐ Tunisia	☐ Senegal
☐ China (P.R.C.)	☐ Turkmenistan	☐ West Bank/Gaza	☐ Seychelles
☐ Fiji	☐ Ukraine	☐ Yemen	☐ Sierra Leone
☐ Indonesia	☐ Uzbekistan	**South Asia**	☐ Somalia
☐ Kiribati	**Latin America and the Caribbean**	☑ Afghanistan	☐ South Africa
☐ Laos	☐ Argentina	☐ Bangladesh	☐ Sudan
☐ Malaysia	☐ Bahamas	☐ Bhutan	☐ Swaziland
☐ Marshall Islands	☐ Barbados	☐ India	☐ Tanzania
☐ Micronesia (Fed States)	☐ Belize	☐ Maldives	☐ Togo
☐ Mongolia	☐ Bolivia	☐ Nepal	☐ Uganda
☐ Palau	☐ Brazil	☐ Pakistan	☐ Zambia
☐ Papua New Guinea	☐ Chile	☐ Sri Lanka	☐ Zimbabwe
☐ Philippines	☐ Colombia	**Sub-Saharan Africa**	**International Trade Organization Secretariats**
☐ Samoa	☐ Costa Rica	☐ Angola	☐ Andean Community Secretariat
☐ Solomon Islands	☐ Cuba	☐ Benin	☐ Asia-Pacific Economic Cooperation (APEC) Secretariat
☐ South Korea	☐ Dominica	☐ Botswana	
☐ Thailand	☐ Dominican Republic	☐ Burkina Faso	☐ Association of South-East Asian Nations (ASEAN) Secretariat
☐ Timor Leste	☐ Ecuador	☐ Burundi	
☐ Tonga	☐ El Salvador	☐ Cameroon	
☐ Vanuatu		☐ Cape Verde	

Select the country or region using the check boxes provided. The list is first listed by geographic region then alphabetically by country. **You may choose more than one.** The regions and the international trade secretariats are listed at the end. **Whenever possible, please report country-specific activities**. If truly regional in scope, regional programs can be reported by selecting a regional non-specified category (e.g. "Western Africa"), or international trade secretariat (e.g. SADC Secretariat). In addition, it is also possible that some activities are global in nature. For example, an awareness-raising WTO workshop to which delegates from developing and transition countries world-wide are invited would be considered a global, non-specified activity. In this case, select "Global".

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PAGE 5: *TCB Categories*

Trade Capacity Building Activity

Please enter a total TCB amout for each funing account/implementing agency/country combination. Then select "Enter TCB Categories" to provide a breakdown of that amount by individual TCB categories.

Funding from Andean Counterdrug Initiative, Department of State and an Implementing Agency of...

Department of State/EUR in Bulgaria *	1 $ 15,000	✓	Edit TCB Categories
Department of State/EUR in Croatia *	$ 5,000	✗	Edit TCB Categories	2
TCB amount allocated by implementing agency and country	$20,000	3	
Total TCB amount reported for this funding account	$20,000	4	

Please enter a total TCB amount for each funding account/implementing agency/country combination (1). Then select "Enter TCB Categories" to provide a breakdown of that amount by individual TCB categories (2). The symbols to the left of the edit buttons (3) will help you to keep track of whether or not the amounts entered by TCB category sum to the amount entered for the particular funding account/implementing agency/country combination. In addition, the amounts entered for each funding account/implementing agency/country combination should sum to the amount entered earlier for the funding account (4).

The TCB Categories are used to distinguish the separate TCB elements used within an activity and are used in reporting on both a country and aggregate level.

What category or categories does your activity fall under?
Definitions of the TCB categories are contained in the annex. You are being asked to exercise a reasonable amount of judgment in making the best estimate of the percentage allocation. Note: Below are a few key points to bear in mind.

- **Do not confuse non-WTO-consistent assistance with WTO-consistent assistance.** For example, TCB assistance to promote the agricultural export capacity of a country should be reported on the line "Trade-Related Agricultural Development." By contrast, TCB assistance to a country in its participation in the WTO Agreement on Agriculture—or participation in a WTO-consistent Agricultural Agreement under a regional trade arrangement—should be reported on the WTO-consistent line "Agreement on Agriculture." Similarly, TCB to help a country's customs service become more efficient should be reported under the "Customs Operations & Administration" a sub-component of Trade Facilitation. By contrast, TCB assistance to a country in its participation in a WTO-consistent Agreement on

Customs Valuation Methods should be reported on the WTO-consistent line "Agreement on Customs Valuation Methods."

- **Do not confuse the type of TCB assistance provided with the trade sector for which capacity is being built.** For example, the TCB activity may include providing services to a private sector group. This should not be reported under "Services Trade Development" *unless* the capacity to engage in services sector trade is being enhanced. Similarly, an activity to build trade capacity might involve the provision of financial support or guarantees. This should not be reported under "Financial Sector Development" *unless* the activity is expanding the financial sector itself.

- **Do not confuse "competitiveness building" with "competition policy."** TCB assistance to enhance the export competitiveness of a country should be reported on the appropriate line. This could be any of the categories, depending on the nature of the "competitiveness activity." The TCB category "Competition Policy & Foreign Investment Incentives" refers specifically to work on competition policies (or antitrust policies) and the regime in place for foreign investment and foreign investment incentives.

- **Legal and Institutional Reform activities should be coded to Governance/Transparency & Inter-Agency Coordination.**

NEW: **PAGE 6:** *Program Elements (for State and USAID reporters)*
Specify the amount attributed to each program framework category.

Program Name	State/F Numbering	USAID Phoenix Code
PEACE & SECURITY		
Counter-Terrorism	1.1	A01
Combating Weapons of Mass Destruction (WMD)	1.2	A02
Stabilization Operations and Security Sector Reform	1.3	A03
Counter-Narcotics	1.4	A04
Transnational Crime	1.5	A05
Conflict Mitigation and Reconciliation	1.6	A06
GOVERNING JUSTLY & DEMOCRATICALLY		
Rule of Law and Human Rights	2.1	A07
Good Governance	2.2	A08
Political Competition and Consensus-Building	2.3	A09
Civil Society	2.4	A10
INVESTING IN PEOPLE		
Health	3.1	A11
Education	3.2	A12
Social and Economic Services and Protection for Vulnerable Populations	3.3	A13
ECONOMIC GROWTH		
Macroeconomic Foundation for Growth	4.1	A14
Trade and Investment	4.2	A15
Financial Sector	4.3	A16
Infrastructure	4.4	A17
Agriculture	4.5	A18
Private Sector Competitiveness	4.6	A19
Economic Opportunity	4.7	A20
Environment	4.8	A21
HUMANITARIAN ASSISTANCE	5	
Protection, Assistance and Solutions	5.1	A22
Disaster Readiness	5.2	A23
Migration Management	5.3	A24

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PAGE 7: *Additional Questions*

Additional Questions	?
Is the funding for this activity part of the African Growth Competitiveness Initiative (AGCI)? *	○ Yes ● No
Does this activity support the development of the cotton sector? *	○ Yes ● No
Your agency has standard mechanisms by which all activities are monitored and evaluated. In addition to the agency-wide approach, does this particular activity have an additional monitoring and/or evaluation process? *	○ Yes ● No
Does this activity support priorities identified in the Diagnostic Trade Integration Study (DTIS)? *	○ Yes ● No
Transfer Mechanisms	?
By what mechanism was the money transferred for the portion of this activity with funding from Development Assistance and an implementing agency of African Development Foundation? *	● 632(a) ○ 632(b)

NEW: Is the funding for this activity part of the African Growth Competitiveness Initiative (AGCI)?

Please indicate through a Yes/No answer if your activity falls into the African Global Competitiveness Initiative (AGCI).

The African Global Competitiveness Initiative (AGCI) is a $200 million, five-year Presidential Initiative aimed at promoting the export competitiveness of enterprises in sub-Saharan Africa (SSA) in order to expand African trade with the United States, other international trading partners and regionally within SSA. AGCI builds on the African Growth and Opportunity Act (AGOA) and works with other donor initiatives, including the World Bank's Making Finance Work for Africa and the multilateral Infrastructure Consortium for Africa.

Does this activity support trade capacity building in the cotton production sector, or in cotton-related sectors, of the countries in which it operates?

Please indicate through a Yes/No answer if your activity supports trade capacity building in the cotton production sector, or in cotton-related sectors.

As a result of the WTO Ministerial in Hong Kong in 2005, the Director-General of the WTO established a consultative framework mechanism on cotton. With input from the USG and other donors, the WTO issued a report on TCB activities in this area (November

2007). Updates of that report, also relying on USG and other donor input, are expected in the future.

By answering this cotton production sector question yes or no, you will be greatly assisting the ability of the USG to accurately report on its support for cotton sector production.

Every USG agency has standard methods to monitor and evaluate its operations. However, in some cases, USG activities are subject to additional and specific monitoring and evaluation. Has this activity, or a predecessor activity, had its results monitored or has it been evaluated in such a specific way?

Please indicate through a Yes/No answer if your activity has been monitored and/or evaluated in such an additional or specific manner. If the answer is yes, also provide a web site address for any reports, if available.

The USG and the rest of the trade capacity building donor community have emphasized the importance of monitoring and evaluating TCB assistance. For example, the 2005 Paris Declaration on Aid Effectiveness (OECD) and the 2006 Recommendations of the WTO Task Force on Aid for Trade stressed the importance of monitoring and evaluating the results of development co-operation, including trade-related assistance.

By answering this monitoring and evaluation question yes or no, you will be greatly assisting the ability of the USG to accurately report on its support for effective monitoring and evaluation.

NEW: **For activities in countries which are developing country participants in the Integrated Framework (IF) process, does this activity support one or more of the priorities identified in the Diagnostic Trade Integration Study (DTIS)?**

Please indicate through a Yes/No answer if your activity supports one or more of the priorities identified by the DTIS.

For more than a decade, the United States and other donors have used the Integrated Framework (IF) to address the complexity of trade-related needs in the Least Developed Countries (LDCs). The IF process promotes good governance and LDC ownership of the reform agenda, as well as improved coordination of the delivery of trade-related technical assistance amongst bilateral and multilateral donors within a coherent policy framework.   Once LDCs complete the first stages of IF participation, a Diagnostic Trade Integration Study (DTIS) is used to identify priorities for technical assistance needs. To date, thirty LDCs have a DTIS in place.

By answering this DTIS question yes or no, you will be greatly assisting the ability of the USG to accurately report on its support for the Integrated Framework process.

By what mechanism was the money transferred for the portion of this activity with funding from Account A and implementation by Agency B?

If this activity is funded by USAID, but implemented by another agency, was it transferred via a 632(a) or 632(b) mechanism?

From the agreement to transfer the funds "Participating Agency Program Agreement between USAID and [other Agency]" – form **AID 306-1** – you should be able to find the document showed below. This explains the means of transfer from USAID to the implementing agency.

PARTICIPATING AGENCY PROGRAM AGREEMENT
BETWEEN
THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
AND
[AGENCY NAME]
("Participating Agency")

Award Number:	Modification Number:
1. Program Title:	2. Strategic Objective Title and Number:
3. Appropriation Symbol:	4. Fund Code:
5. A&A Request/MAARD Number:	6. Initial Fiscal Year:
7. Start Date:	8. Completion Date:

9A. Prior Funding	9B. Funding Obligated this Document	9C. Total Obligated Funding

10. Authority: Section 632(b) of the Foreign Assistance Act of 1961, as amended (FAA), 22 U.S.C. Sec. 2392(b); [FAA Sections 496 and 497, 22 U.S.C. 2293, 2294;][Section 2 of the Support for East European Democracy (SEED) Act of 1989, 22 U.S.C. 5401;][FAA Sec. 498, 22 U.S.C. 2295; FAA Sec. 498C, 22 U.S.C. 2295c;][Foreign Operations, Export Financing, and Related Programs Appropriations Act, 200x, Public Law xxx-yyy].

11. Program Description:

12. Liaison Offices/Additional Representatives	
12A. Participating Agency Name : Address :	12B. United States Agency for International Development – Cognizant Technical Officer [Name], [Bureau/Office] [Address]

TRADE CAPACITY BUILDING
D A T A B A S E

NEW: Procurement Mechanisms (contracts, grants, or cooperative agreements):

If the activity is implemented by USAID, please enter the award numbers for procurement mechanisms used to fund this activity.

Where to find USAID award numbers?

For USAID contracts – Standard Form 33 – see example below, the box 2 CONTRACT NUMBER is the field with the required information.

SOLICITATION, OFFER AND AWARD	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES

2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER
		☐ SEALED BID (IFB) ☐ NEGOTIATED (RFP)		

7. ISSUED BY	CODE	8. ADDRESS OFFER TO *(If other than Item 7)*

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____
(Hour)   *(Date)*

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE *(NO COLLECT CALLS)*			C. E-MAIL ADDRESS
		AREA CODE	NUMBER	EXT.	

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

OFFER *(Must be fully completed by offeror)*

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

SOLICITATION, OFFER A

2. CONTRACT NUMBER	3.

7. ISSUED BY

Annex: Trade Capacity Building Category Definitions

Trade Facilitation has six components:

- **Customs Operation & Administration** is assistance to help countries modernize and improve their customs offices.

- **E-commerce Development & Information Technologies** is assistance to help countries acquire and use IT to promote trade by creating business networks and disseminating market information.

- **Export Promotion** is assistance to increase market opportunities for developing country producers.

- **Business Services & Training** are support to improve the associations and networks in the business sector, as well as to enhance the skills of business people engaged in trade.

- **Regional Trade Agreement (RTA) Capacity Building** represents assistance to an RTA or to an individual country that increases the ability of the RTA to facilitate trade. It can also include assistance to a potential member of an RTA that improves the analytical capacity of the country's government with respect to RTA issues. It is *not* intended to include TCB assistance in a specific area that is being provided under the auspices of an RTA. For example, technical assistance to help COMESA facilitate trade among its member countries would be included in this component. However, technical assistance to help COMESA member countries comply with SPS standards should be reported on the lines for Trade-Related Agricultural Development or the WTO Agreement on Sanitary & Phyto-Sanitary Standards.

- **Other Trade Facilitation** includes support to increase trade flows that is not categorized in one of the other four categories.

Human Resources & Labor Standards: Support of labor standards, worker rights, trade unions, workforce development, business education, and the social aspects of liberalization.

Physical & Economic Infrastructure: Assistance to establish trade-related telecoms, transport, ports, airports, power, water, and industrial zones.

Trade-related Agricultural Development: Includes support for trade-related aspects of the agriculture and agribusiness sector. Support that is intended to help countries participate in the WTO Agreements on Agriculture or SPS should not be included.

Environmental Sector Trade & Standards: Includes assistance to establish environmental standard or to promote environmental technology.

Governance/ Transparency & Interagency Coordination: Includes support for institutional reform to improve governance and make policies more transparent, as well as assistance to help the different agencies of a host country government function more effectively in the trade policy arena.

Financial Sector Development & Good Governance: Includes financial sector work, monetary and fiscal policy, exchange rates, commodity markets, and capital markets.

Competition Policy & Foreign Investment Incentives: Support for the design and implementation of antitrust laws, as well as laws and regulations related to investment and investor protections.

Services Trade Development: Includes all service industry sectors and two sub-components are specified – **Tourism Sector Development** and **Other Services Development**.

WTO in General: Includes assistance in two broad areas – **WTO Awareness & Participation in General** and **WTO Accession**. If the country is actively engaged in the WTO Accession process, then all assistance related to WTO and its Agreements should be reported as "WTO Accession." If the country is not in the accession phase, then all assistance of a general or "awareness" nature should be reported on the line "WTO Awareness & Participation in General."

Activities to assist countries with specific WTO Agreements should be reported on the relevant line, using the follow descriptions of the agreements.

Brief Description of WTO Agreements (Descriptions were adapted from the WTO web site.) For more information about any of the agreements follow the link to the WTO website

Agreements on Trade in Goods: Determine how to resolve conflicts between provisions of the pre-1995 GATT and the current WTO.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#General)

Agreement on Agriculture: Sets up significant first step towards fairer competition and less distortion. It includes specific commitments by WTO member governments to improve market access and reduce trade-distorting subsidies in agriculture. These commitments are being implemented over a six-year period (10 years for developing countries) that began in 1995. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#aAgreement)

Agreement on Sanitary and Phyto-Sanitary Measures (SPS): Sets out the basic rules on food safety and animal and plant health standards to ensure that food is safe to eat. Also attempts to ensure that safety regulations are not being used to protect domestic producers. It allows countries to set their own standards, but it also says regulations must be based on science.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#bAgreement)

Agreement on Technical Barriers to Trade: Technical regulations and product standards may vary from country to country. If regulations are set arbitrarily, they could be used as an excuse for protectionism. The agreement tries to ensure that regulations, standards, testing and certification procedures do not create unnecessary obstacles.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#dAgreement)

Agreement on Trade Related Aspects of Investment Measures (TRIMS): This agreement applies only to measures that affect trade in goods. Recognizing that certain investment measures can have trade-restrictive and distorting effects, it states that no

Member shall apply a measure that is prohibited by the provisions of GATT Article III (national treatment) or Article XI (quantitative restrictions). (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#eAgreement)

Agreement on Anti-Dumping: If a company exports a product at a price lower than the price it normally charges on its own home market, it is said to be "dumping" the product. This agreement sets rules on how governments may react to dumping — it disciplines anti-dumping actions. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#fAgreement)

Agreement on Customs Valuation Methods: For importers, the process of estimating the value of a product at customs presents problems that can be just as serious as the actual duty rate charged. The agreement aims for a fair, uniform and neutral system for valuation of goods for customs purposes — a system conforming to commercial realities and outlawing the use of arbitrary or fictitious customs values. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#gAgreement)

General Agreement on Trade in Services (GATS): Inspired by essentially the same objectives as the GATT: improving trade/ investment conditions through multilaterally agreed disciplines; stabilizing trade relations through policy bindings on an MFN basis; and achieving progressive liberalization through subsequent rounds of negotiations. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#mAgreement)

Agreement on Rules of Origin: Determining where a product comes from is no longer easy when raw materials and parts criss-cross the globe to be used as inputs in scattered manufacturing plants. Rules of origin are important in implementing such trade policy instruments as anti-dumping and countervailing duties, origin marking, and safeguard measures. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#iAgreement)

Agreement on Subsidies and Countervailing Measures (CVM): Disciplines the use of subsidies, and it regulates the actions countries can take to counter the effects of subsidies. Under the agreement, a country can use the WTO's dispute-settlement procedure to seek the withdrawal of the subsidy or the removal of its adverse effects. Or the country can launch its own investigation and ultimately charge extra duty ("countervailing duty") on subsidized imports that are found to be hurting domestic producers. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#kAgreement)

Agreement on Government Procurement: There are three areas of work on government procurement: transparency in government procurement, government procurement in services, and the Government Procurement Agreement itself, a "plurilateral" agreement signed by some WTO members. (http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#gproc)

WTO Trade Policy Review Mechanism (TPRM): Surveillance of national trade policies is a fundamentally important activity running throughout the work of the WTO. At the center of this work is the Trade Policy Review Mechanism (TPRM). All WTO members are reviewed, the frequency of each country's review varying according to its share of world trade. (http://www.wto.org/english/docs_e/legal_e/29-tprm_e.htm)

Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS): An attempt to narrow the gaps in the way these rights are protected around the world, and to bring them under common international rules.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#nAgreement)

Agreement on Import Licensing Procedures: Says that import licensing should be simple, transparent and predictable so as not to become an obstacle to trade. For example, the agreement requires governments to publish sufficient information for traders to know how and why the licenses are granted. It also describes how countries should notify the WTO when they introduce new import licensing procedures or change existing procedures.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#jAgreement)

Agreement on Safeguards: Members may take a "safeguard" action (i.e., restrict imports of a product temporarily) to protect a specific domestic industry from an increase in imports of any product which is causing, or which is threatening to cause, serious injury. The agreement broke new ground in prohibiting "gray area" measures and setting time limits ("sunset clause") on all safeguard actions.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#lAgreement)

Agreement on Disputes Settlement: The main WTO agreement on settling disputes, with ultimate responsibility for settling disputes lying with member governments themselves, through the Dispute Settlement Body.
(http://www.wto.org/english/docs_e/legal_e/ursum_e.htm#Understanding)

Other specific WTO Agreements: All activities to assist participation in any specific WTO Agreements not listed above should be reported on this line.
(http://www.wto.org/english/docs_e/legal_e/legal_e.htm)

Other Trade Capacity Building: This line should be used to report a TCB activity that does not fit into any of the development-related sectors or any of the WTO-related categories. If you use this category, please elaborate on the reasons why in the notes textbox that immediately follows this category.